Sydney WATER

Job Profile

Procurement Manager

Group: Finance & Commercial

Job Summary

To be completed by People and Culture team			
Job Family	Supply Chain & Procurement	**Career Stage**	E
Job Function	Procurement	**Career Stream**	Leadership
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	**Last Modified Date**	5/05/2025
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	**Team Size**	2 - 4
People Leader	Yes	**Indirect Team Size**	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future

Job Purpose

Deliver best-in-class procurement services to ensure that the business gets the goods, services and facilities it needs, when it needs them and for the right total cost of ownership. The role leads a team of Procurement Specialists to provide commercial and strategic advice and ensures the efficient delivery of procurement services.

Sydney WATER

Accountabilities

Job Specific	
	Partnering with Business • Work collaboratively and in partnership with stakeholders to identify and understand the strategic direction of business and effectively engage to align priorities to deliver better commercial outcomes to Sydney Water. • Provide commercial advice as subject matter expert to the business, ensure we are getting value for money and assist with financial management as appropriate. • Provide guidance, support, and instruction to the business on procurement, sourcing, and contract management processes, systems, procedures, templates and completion of sanctioned documents. • Enable visibility via project pipeline to support resource planning including proactive engagement with business to ensure they can also support activities • Aim to improve stakeholders' experiences and buy-in while ensuring that effective governance is adhered to throughout procurement lifecycle. **Category Management Expertise** • Apply Procurement category management and planning principles to identify opportunities, understand industry best practice and value levers to deliver better commercial outcomes to Sydney Water. • Partner with cross-functional teams to develop and execute category strategies to effectively manage the risk of externally sourced goods and services, develop alternate sources of supply, progress sustainability, drive commercial benefit and develop the supplier base. **Source to contract** • Provide advice, direction, and review Procurement Strategy, Tender evaluation, and Recommendation to award. • Oversee and provide guidance to ensure that sourcing activities fulfill business needs, are delivered in timely manner, and achieve the best possible commercial outcome while good governance and probity is maintained. • If required, step in to assist the team in delivering and completing complex sourcing activity or negotiating with suppliers. **Contract, panel, supplier management** • Ensure that established contracts are effectively managed and expected benefits are realised throughout the term of the contracts. Be accountable to lead (taking ownership) or support contract managers in accordance with contract management operating model. • Facilitation of proactive engagement of contract stakeholders, as required, to ensure positive working relationships, ongoing transparency and successful outcomes for Sydney Water. • Act as point of commercial escalation when the business is encountering issues with supplier while managing the contracts. Participate in the dispute resolution process and supporting the management team as required. • Lead the implementation and ongoing management of supply panel to ensure that the supply panel is fit for purpose, considers supply chain resilience, continuously meets the needs of the business, delivering intended commercial outcomes, performing at or higher than the expected level, is refreshed and reviewed on a regular basis. • Plan and lead scheduled performance reviews, ensuring stakeholder collaboration/ attendance and drive actions that resolve supplier performance matters and incidents • Support supplier relationship management activities for major and strategic suppliers.

	Team management • Coach, mentor, and support Procurement Specialists to deliver best in class procurement services with focus on the overall Procurement Plan and associated activities to increase maturity. • Demonstrating growth mindset by driving continuous improvement culture within the team and pursuing initiatives that will result in improvements in value, operational efficiency and productivity through contributing to ongoing reviews and simplification of process, technology and capability development. • Ensure that effective project management discipline is applied to everything that we do i.e. all our work is tracked, reported, and escalated accurately and in a timely manner. • Hold ourselves accountable for the quality and outcomes of our team contribution and performance. • Be accountable for the identification, validation (with the business and Finance Business Partners), tracking and reporting of benefits delivered, value created and other Key Performance Indicators (KPIs). • Leading analysis on regulatory-related data, processes, business requirements, operating model.

Role Requirements

Education / Qualifications

Required	• Relevant degree qualification (e.g. Supply Chain, Finance, Business) or experience deemed equivalent
Desired	• Professional Procurement qualification such as CIPS (or equivalent)

Certifications / Licences

Required	•
Desired	•

Experience

Required	• 8+ years' experience in procurement category management and/or business partnering in a large complex organisation, preferably in a similar organisation or industry sector • Demonstrated ability to coach, mentor, and support a team of procurement professionals in delivering best in class procurement services • Deep knowledge of procurement category planning, strategic sourcing, contract development and management, supplier management with familiarity with purchasing systems and processes.

	• Proven ability to implement strategic frameworks that deliver excellent commercial outcomes. • Contribute to the establishment of procurement strategies that meet stakeholders' requirements and deliver optimum strategic outcomes • Demonstrated experience in to partner closely with the business while maintaining a degree of functional independence to develop effective category plan and procurement strategies to contribute to the overall success of the business • Deep understanding of financial, commercial and regulatory cost drivers, provides advice on the business implications of costs/ benefits to ensure the outcomes are aligned to the organisation's strategic goals • Collaborates effectively with stakeholders and promotes the use of project management tools, principles, quality assurance and governance frameworks • Ensuring timelines are adhered to for projects by keeping stakeholders aware of risks and issues with timing, scope and execution • Participates and contributes to project reviews including progress and status updates, outcomes and future improvement discussions; identifies and escalates any possible project plan variances • Ability to facilitate forums and workshops with all levels of management to achieve required outcomes. • Demonstrated ability to engage and influence outcome when dealing with conflicting priorities and objectives • Analyses and influences a diverse and complex set of cost and operational drivers and applies extensive knowledge of category management principles, tools and best practices to consistently exceed savings targets & strategic objectives • Demonstrated ability to structure ambiguous and complex problems and developing approaches/methodologies for identifying and assessing various options to address these problems. • Outcomes focus such that when faced with complexity and competing demands, knows where to focus and how to gather support to enable teams to deliver business value. • Demonstrated ability to apply effective contract and supplier management practice to drive performance and maximise benefits realisation • Develop detailed Contract Management Plans, KPIs, performance reviews, governance structures, resources, benefits tracking and reporting for procurement activities
Desired	• 2+ years experiences in leadership role •

Sydney WATER

Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (C-E)	
Capability	**Descriptor**
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.

Functional Skills			
Skill	**Priority**	**Essential or Desirable**	**Proficiency level**
Strategic Procurement	1	Essential	Advanced
Strategy Execution	2	Essential	Intermediate
Financial Acumen	3	Essential	Intermediate
Spend Management	4	Essential	Advanced
Opportunity Analysis	5	Essential	Advanced
Stakeholder Management	6	Essential	Advanced
Negotiation	7	Essential	Intermediate
Complex Problem Solving	8	Essential	Intermediate
Prioritization	9	Essential	Intermediate
Risk Management	10	Essential	Intermediate

Proficiency Level Descriptors

Developing - Building practical experience, needs continued coaching.

Intermediate - Independent execution, minimal guidance**.**

Advanced - Fully independent execution, coaches' others.

Mastery - Strategic, sought as expert internally and externally.

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the Acceptable Use of Information Technology Policy and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.